



JOB POSTING
September 1, 2015

Position: Accountant I

Department: Finance

Status: Full Time - Non-Exempt/ (Approximately 30 hours weekly)

Hours: Monday – Friday/ six hours per day (daily hours to be determined)
(Schedule may vary or change according to the needs of the Center.)

Summary:

Under direction, performs a variety of accounting and insurance related duties involved in A/P processing; submission of various insurance applications and maintains the accuracy of insurance information; assists in the preparation, monitoring, recording of cash receipts and central banking; reconciliation of assigned general ledger accounts; and provides highly responsible staff assistance to assigned management staff.

Responsibilities:

- Monitor and provide direction regarding sisters' medical insurance coverage including processing insurance enrollments and preparing monthly invoices.
- Review medical claims and payments including Medicare summary notices, explanation of benefit forms (EOB), medical reimbursements and invoices.
- Review and provides monthly invoices and applications for nursing home including monitoring sisters activity in trust accounts at nursing home.
- Monitor activity in sisters' personal banking and savings accountants.
- Prepare Medicaid applications and eligibility statements; maintain and monitor related social security payments and Medicaid patient payments.
- Record income checks and prepare deposits.
- Process credit card statements.
- Prepare cash receipts and deposits daily and enter into MIP accounting software system.
- Process checks for invoices weekly and maintain accounts payable files and reports.
- Reconcile general ledger accounts.
- All other duties as assigned.

Qualifications:

- Ability to observe the highest level of confidentiality and professionalism.
- Bachelor's degree in accounting, finance, or business administration or demonstrated successful experience as a finance/accounting professional.
- One to three years of progressively responsible work experience in management of finance activities in a mid-size or larger organization, preferably not-for-profit.
- Strong interpersonal and relationship building skills, as well as excellent oral, written and presentation skills.
- Demonstrated ability to process and respond effectively to sensitive inquiries and complaints.
- Strong organizational skills and ability to work accurately with detailed information.
- Proficiency in Microsoft Office including Excel and Word.



JOB POSTING – Accountant I (cont'd)

Knowledge and Abilities:

- Must possess a willingness to learn and appreciate the CSJ mission and charism, including an understanding of religious life, faith beliefs and spiritual practices supportive to the life of religious women.
- Must be able to incorporate the CSJ mission and charism into the finance process.
- Willingness to understand and support the Generous Promises of the Congregation of St Joseph.
- Must possess the ability to work collaboratively with various personality profiles.
- Ability to work independently and multi-task and balance multiple projects within Congregational timeframes.
- Prior experience working with accounting software, nursing home/assisted living facility, as well as experience with insurance, Medicare, Medicaid a plus

Pay range:

- \$16.25 - \$20.25/ hour – commensurate with qualifications and experience.

Working Conditions:

- Standard office environment that is well lit and ventilated.

Please submit cover letter and resume to:

Attn: Human Resources
Congregation of St. Joseph
3427 Gull Road, PO Box 34
Nazareth, MI 49074-0034

Or email:
pmethuselah@csjoseph.org